SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140130-8

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/[ ]-13 25X1

25X1 1. TITLE OF REPORT (If a fill-in report include Form No.)

25X1 [ ] Real Property Report - [ ] 979
Form 11-57

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [X] LOGISTICS RECD [ ] SECURITY [ ] MEDICAL [ ] FINANCE [ ] ADMIN. GENERAL [ ] OTHER (specify)

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Semi-Annual

6. DISTRIBUTION (No. of components not number of copies): One

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: [ ] YES [X] NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: C/Real Estate & Construction Div/OL

10. PREPARING COMPONENT (Include lowest level contributing information to report)

25X1 Public Works - [ ]

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

25X1 ([ ] Forms 2356 & 2358)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9	$5.70		3		$17.10		2		$34.20
GS-5	$3.60		2		$ 7.20		2		$14.40

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR $48.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1 Required for Headquarters records. Information on alterations, improvements and construction at [ ] An "Initial Real Property Report" is prepared when building/structure is activated. Report required by RECD.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0 25X1

16. DATE OF INVENTORY: 5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [ ] Public Works Branch

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18. EXTENSION: [ ] STAT

FORM 1142

Classification